

**ARCHITECTURAL PROGRAMMING FOR
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
OLYMPIC REGION HEADQUARTERS**

Marvin Road NE, Lacey, WA

PROGRAMMING PROCESS NARRATIVE

The programming work for the WSDOT Olympic Region Headquarters began with a study done by Helix Architects of Tacoma several years previous. The Helix program involved conceptual floor plans of a then-proposed building at another site. It placed each of the DOT divisions in various locations in the multi-story building and gave conceptual layouts of each division as well as conceptual adjacencies to related divisions. It did not include space diagrams of individual spaces and it did not assign particular square footage to each type or category of work space, conference space, workroom, library or storage area.

This current programming effort for the new Olympic Region Headquarters Administration Building began by extracting spatial information from the Helix report and updating it with current organization charts and employee counts. A spread sheet of all employees was developed including space standards for closed private offices and for open offices. The spread sheets also include occupant loads for each space as assigned by the 2003 IBC. Following the spread sheets, diagrams of each space type were developed and detailed. These include all closed and open offices, reception/waiting areas, delivery and computer set-up spaces, MDF room, training room, print, plot and work rooms, library and numerous sized conference spaces.

Adjacency information is given in the program in several different ways. First, the numbering system of each division identifies sub-divisions within each division that need to be grouped together. At the end of each division spreadsheet, specific adjacency instructions as given by division managers are listed. Next an adjacency matrix was developed listing all major spaces and divisions of work space. It includes proximity or lack of proximity to building entries, to loading docks, to service areas, parking and shop areas. During the course of the programming study, bubble diagrams of each of the divisions and their intra-relationships were also developed. The diagrams locate activities that occur at the entry, center and periphery of each division. They indicate some adjacent offices and workspaces and people who need to be near specific equipment, supplies or resources. It is intended that these multiple ways of expressing adjacencies give a more general crosscheck and less arbitrary description of requirements.

Another thrust of this program has been to carefully analyze common areas for the new facility. In the program, work rooms, conference rooms and filing and storage spaces were pulled from their respective divisions and placed together so they could be analyzed for standard sizes and consistency throughout complex. The file/storage space is listed by the division each item serves and specifically needs to be located with that division of sub-division. The agency has a goal to locate storage and filing in mobile/modular units in place of the wide variety of cabinets, shelving and storage rooms now in use. The process of listing storage and other common space together allowed for some consolidation and a more even distribution through the entire building. Consolidation of common areas and building support spaces remains a primary goal of the Olympic Region Headquarters project.